

## 2021 Halloween Festival

To: Organization Representatives  
From: Jeff Kopp, Recreation Coordinator  
Date: August 19<sup>th</sup>, 2021



Apache Junction Parks and Recreation would like to invite your organization to participate in our annual Halloween Festival. With your support we would like to continue to offer the community a chance to come together and celebrate this festive occasion. This Halloween Festival will be held at Flatiron Community Park located at 100 N. Apache Trail.

Our event will provide you with the opportunity to either raise funds for a non-profit organization or promote awareness of your organization. We ask that each organization provide at least one game at your booth to help attract kids and to provide a fun experience for participants. Try to be creative with your games. For returning booths, please do not duplicate your game from last year if possible. **ATTENTION!!!** This year we are continuing the method for collecting the generated revenue. We will be implementing a ticket process again. This meaning you will not need to bring a bank of money or handle currency. Each organization with a game booth will be given a bucket to put their collected tickets in. You will return your filled bucket to a Parks and Recreation staff member at the conclusion of the event. Based on your collected tickets, revenue from the event will be split out amongst the different Non-Profits, and a check will be mailed out to your organization within a few weeks. There is no electricity offered at the park, so plan accordingly. If you need some ideas or information on games and prizes for your booth please contact me.

**All for-profit organizations must have a current city business license and add the City of Apache Junction to your tax license before October 20<sup>th</sup>.** The city business license is mandatory for the attending for-profit businesses because of the solicitation of your business. Because you will be receiving money, (donations) you will also have to add the City of Apache Junction to your state tax license which includes a fee of \$50. If you are a "service only" for-profit organization please contact Maureen Fredrickson at 480-474-5050 or [mfredrickson@apachejunctionaz.gov](mailto:mfredrickson@apachejunctionaz.gov). For all other for-profit organizations, please visit [aztaxes.gov](http://aztaxes.gov). Additionally, the attending for-profit organizations will have to choose one of the attending non-profit organizations to donate the money generated from their own booth. Please list the non-profit organization that will be receiving your donations on the booth registration form. For organizations that are not taxable (ie. Insurance or real estate) you do not need to add the city to your tax license. Please contact me for an updated list of confirmed non-profit organizations or if you have any questions on the business license/tax license information provided.

We are estimating approximately 1000-2000 participants at our Halloween Festival this year. This number is based on previous year's attendance.

All booths must submit a **registration form** and a **vendor application**. We will not take phone reservations. Booths will be approved in the order that they are received. If booth games are duplicated, your organization will be asked to choose another activity. You will receive an email/phone confirmation; please follow up if you do not receive this confirmation to ensure your booth space. **The booth registration deadline is Friday, October 22<sup>nd</sup>.** You can email the forms to [jkopp@apachejunctionaz.gov](mailto:jkopp@apachejunctionaz.gov) or fax to 480-982-2438.

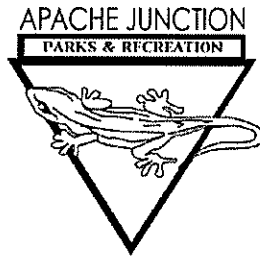
### Booth Information:

- The estimated size of a booth is 10'x10'. **ELECTRICITY will not be provided.**
- The Halloween Festival will be held on **Saturday, October 30<sup>th</sup>**. The event will run from 5pm to 8pm. Your booth should be set-up and ready to go by 4pm. The **earliest** time that you can begin setting up is 3pm.
- **Vehicles are not allowed on the field.** We may have staff in gators to help carry heavy booth essentials if available.
- Your organization will be marked on the field to show you where to set up. If you do not see your sign, please find Jeff for direction.
- **Each organization will be responsible for their own materials:** tables, chairs, garbage, prizes, etc. Please avoid using any materials or prizes that would be hazardous to the participants or the facility.
- All organizations will be responsible for the clean up of their area, and the area surrounding their booths, please remember to bring **garbage bags**.
- If you need to cancel your booth, please let me know at least one week prior to the event.
- **Please do not offer an activity/food/beverage unless you have been approved to offer that prior to the event.**
- In the event of bad weather, organizations will be notified as soon as possible. If there is bad weather, the Halloween Festival will not be cancelled; it will be moved to the Multi-Generational Center.

For more information, or if you have any questions, please call us at 480-474-5240.

Thank you,  
Jeff Kopp

City of Apache Junction Parks and Recreation



## Booth Registration Form

Non-Profit Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Event: \_\_\_\_\_

Please list and describe your booths below. Remember that there is **no electricity** at any event and we encourage you to have at least one game booth. Booths need to be approved before they are allowed in the event. You will be notified once your booth is approved. Also note that the average booth size is 10'x10'.

Booth description:

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The following also needs to be turned in:

- ☐ A copy of your 501-c3 letter or Apache Junction City Business License #
- ☐ Completed Vendor Application form
- ☐ Temporary Food Booth Application (applicable if selling or giving away food)

You can fax registration forms to 480-982-2438, or mail to  
300 E. Superstition Blvd. Apache Junction, AZ 85119.

“Creating community through people, parks and programs.”





# Community Event Vendor Application

**PLEASE RETURN TO:** Jeff Kopp at [jkopp@apachejunctionaz.gov](mailto:jkopp@apachejunctionaz.gov) or 1035 N. Idaho Road.  
**PLEASE NOTE:** There is no electricity, spaces are 10x10, vendor must supply all needed items. Booths must be approved and confirmed prior to event. Priority is given to local non-profit agencies.

## THIS SECTION TO BE COMPLETED BY EVENT SPONSOR

EVENT SPONSOR City of Apache Junction Parks and Recreation Department

EVENT CONTACT Jeff Kopp PHONE 480-474-5152 EMAIL jkopp@apachejunctionaz.gov

EVENT NAME 2021 Halloween Festival & GAIN Event—Apache Junction Flatiron Park

EVENT DATE : October 30th 2021 EVENT TIME: 5:00pm TO 8:00pm

## THIS SECTION TO BE COMPLETED BY ALL EVENT VENDORS :

**Effective January 1, 2017 every vendor selling anything at retail is required to apply for and pay \$50.00 for a City transaction privilege tax license and \$12.00 for a State transaction privilege tax license with the Arizona Dept of Revenue [www.aztaxes.gov](http://www.aztaxes.gov). if not already licensed. You will be required to confirm your transaction privilege tax license with the City License Department before you will be allowed to attend. Mobile food vendors will also need to complete the mobile food vendor permit at the City Clerk Office. City hours Monday—Thursday 7:00am –6:00pm**

BUSINESS NAME \_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

STATE OF ARIZONA TRANSACTION PRIVILEGE TAX # \_\_\_\_\_  
**MUST ATTACH A COPY OF YOUR TAX LICENSE**

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### **CHECK ONE:**

TYPE OF OWNERSHIP: CORP \_\_\_\_\_ LLC \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ OTHER \_\_\_\_\_

NON PROFIT 501(C) \_\_\_\_\_ **(MUST PROVIDE COPY OF 501(C) IF NOT ON FILE WITH THE CITY)**

BUSINESS DESCRIPTION \_\_\_\_\_

WHAT ITEMS ARE BEING SOLD? \_\_\_\_\_

How MANY BOOTH SPACES ARE NEEDED? \_\_\_\_\_

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE GRANTING OF THIS APPLICATION DOES NOT RELIEVE ME FROM COMPLYING WITH THE PROVISIONS OF ANY APPLICABLE CITY CODE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_